



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CA 90012




MARK J. SALADINO
TREASURER AND TAX COLLECTOR

TELEPHONE
(213) 974-2101

FACSIMILE
(213) 626-1812

April 26, 2007

TO: Kiran Mirza, Legislative Deputy, First Supervisorial District
Gerardo J. Pinedo, Deputy, Second Supervisorial District
Genie Chough, Budget Deputy, Third Supervisorial District
Rick Velasquez, Assistant Chief Deputy, Fourth Supervisorial District
Lori Glasgow, Assistant Chief Deputy, Fifth Supervisorial District

FROM: Mark J. Saladino
Treasurer and Tax Collector 

SUBJECT: **AGENDA ITEM NO. 74 FOR MAY 1, 2007 – RECOMMENDATION TO
APPROVE CONTRACT FOR PRESORT MAILING SERVICES**

The Treasurer and Tax Collector (TTC) has filed the attached Board letter for the Board of Supervisors' meeting on May 1, 2007, requesting approval of a Contract with Quick Sort LA Inc. (Quick Sort) for the provision of presort mailing services. The term of the contract will commence on July 1, 2007, with four (4) one-year renewal options, and six (6) month-to-month extensions at the sole option of the TTC in accordance with the terms of the Contract.

The TTC bills and collects taxes on behalf of the County of Los Angeles (County), the County's 88 incorporated cities, over 1,900 separate schools in 93 districts and all other taxing agencies located in the County. The TTC has utilized mailing services and presort firms since 1987 to mail approximately 2.3 million annual property tax bills to meet the mail-out date of November 1st as stipulated in Revenue and Taxation Code §2610.5. Additionally on an intermittent basis, supplemental TTC mailings and those of the TTC's client departments are processed through an outside mailing firm. The duties related to presort mailing services will be performed by Quick Sort, a new provider.

The TTC released an Invitation For Bids (IFB) on January 19, 2007 to sixty-five (65) prospective bidders. The prospective bidders consisted of the TTC's bidder's list, vendors from the Los Angeles County WebVen and the IFB was also posted on the Los Angeles County Bid Website. A Mandatory Bidder's Conference was held on February 8, 2007 with six (6) firms attending.

The IFB solicited Bids from firms for the provision of presort mailing services. Bids were received from five (5) firms: Empire Presort & Mailing Services; PSI Group, Inc.; Postage One; Quick Sort LA Inc.; and Service Mailers, Inc. The Bid submitted by

Empire Presort & Mailing Services was returned because the vendor did not attend the Mandatory Bidder's conference and the Bid submitted by Postage One was returned because it was received after the 4:00 p.m. Bid submission deadline.

The recommended vendor, Quick Sort, is the low cost bidder with a no per-piece cost. They met all of the mandatory minimum requirements and were complete and responsive to the IFB. The bid demonstrated that Quick Sort has a good understanding of the scope of work to be performed and the complexity of the TTC's service requirements. Quick Sort has verifiable experience providing presort mailing services. To attain the no per-piece cost, Quick Sort will receive pre-assembled mailing pieces from the TTC mailing services provider that have been pre-metered at a discounted first class postage rate. Quick Sort will combine the TTC mail with that of its other clients and re-sort the higher volume by zip code in an attempt to achieve a greater postage discount. Any additional postage discount achieved through the presort process is refunded to Quick Sort by the United States Post Office and retained as revenue. This additional discount cannot be achieved with the TTC's mail volume alone and can only be achieved through the multiple clients and large volume of mail processed by Quick Sort.

Although the recommended vendor does not have a per-piece cost, the proposed Contract includes a recommended Contract Sum up to \$50,000 to meet any unanticipated special services for the TTC and its client County departments, as necessary. The Contract Sum excludes the cost of postage.

The current Contract for mailing services expires on June 30, 2007. The recommended Contract with Quick Sort will be utilized on an as needed basis through the term of the Contract to ensure a continuation of services. The Contract with Quick Sort has been reviewed and approved as to form by County Counsel.

Funds are appropriated in the 2006-07 Adopted Budget for these services, which are in part offset by revenue from interdepartmental billings to the TTC's client departments.

If you should have any questions, please contact Henry Román, Assistant Treasurer and Tax Collector, at (213) 974-0703.

MJS:VMA:vma

Z:\Contracts Group Share\Presort Mail Services\Board Deputy Memo\Presort-3rd District Deputy Memo-Final 4-16-07.doc

Attachment



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

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500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CA 90012



MARK J. SALADINO
TREASURER AND TAX COLLECTOR

TELEPHONE
(213) 974-2101

FACSIMILE
(213) 626-1812

May 1, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

RECOMMENDATION TO AWARD CONTRACT FOR PRESORT MAILING SERVICES TO QUICK SORT LA INC. (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached Contract with Quick Sort LA Inc. (Quick Sort) to provide presort mailing services to the Treasurer and Tax Collector (TTC) for a term of one (1) year commencing July 1, 2007, or upon the date of Board approval, whichever is later, with the first year's contract maximum not to exceed \$50,000;
2. Delegate authority to the TTC to execute future amendments to extend the Contract for a maximum of four (4) one-year renewals and six (6) month-to-month extensions at the option of the TTC in accordance with the Term of the Contract; and to increase the annual Contract Sum by no more than 20% annually to accommodate any unanticipated workload changes or increases;
3. Delegate authority to the TTC to execute future amendments to modify the terms of the Statement of Work that do not materially alter the Contract, and add/or change certain terms and conditions in the Contract as required by the Board of Supervisors or Chief Administrative Officer, provided County Counsel approval is obtained prior to execution of such amendments;

4. Delegate authority to the TTC, if necessary, to execute substantially similar contract(s) to the next lowest cost, responsive and responsible bidder identified in this Invitation for Bids (IFB) process to ensure that unanticipated circumstances or changes in presort mailing service workload requirements during the term of the contract do not jeopardize the obligation of the TTC to bill and collect taxes, provided County Counsel approval is obtained prior to execution.
5. Delegate authority to the TTC to approve, if necessary, any assignment and delegation of services performed by Quick Sort, in order to ensure continuation of the presort mailing service needs to meet TTC's obligation to bill and collect taxes, provided County Counsel concurrence is obtained prior to execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

TTC bills and collects taxes on behalf of the County of Los Angeles, the County's 88 incorporated cities, over 1,900 separate schools in 93 districts and all other taxing agencies located in the County. The TTC has utilized mailing service and presort firms since 1987 to mail approximately 2.3 million annual property tax bills to meet the mail-out date of November 1st as stipulated in Revenue and Taxation Code §2610.5. Additionally on an intermittent basis, supplemental TTC mailings and those of the TTC's client departments are processed through an outside mailing firm.

The recommended Contract for presort mailing services affords the TTC to achieve a savings of \$.082 per piece of mail processed. To attain this savings the presort provider will receive TTC mail that has been pre-assembled and pre-metered at a discounted first class postage rate by TTC's mail service provider. The presort provider will combine TTC's mail with other clients and re-sort the higher volume of mail by zip code to achieve a greater postage savings.

Currently, TTC has utilized the PSI Group, Inc. (Contract No. 74020) for presort mailing services under contract since July 1, 2002. The recommended Contract is necessary as the current contract is due to expire June 30, 2007. The duties related to presort mailing services will be performed by the recommended vendor, Quick Sort, a new vendor. Continuation of this service will enable the TTC to mail annual property tax bills as well as other mailings for the TTC and its client County departments, as needed.

Implementation of Strategic Plan Goals

The award of this Contract is consistent with the County's Strategic Plan Goals of Organizational Effectiveness and Fiscal Responsibility. This contract will maintain operations through the utilization of the Contractor's expertise to effectively provide these as needed presort mailing services in a timely and cost-effective manner.

FISCAL IMPACT/FINANCING

The proposed Contract with Quick Sort will not exceed \$50,000 annually. Funds are appropriated in the FY 2007-08 Adopted Budget for this service, which are in part offset by revenue from interdepartmental billings.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Contract contains the County's required provisions, including the requirement for the contractor to notify and assist its employees with the Federal Earned Income Tax Credit application process, the consideration of qualified GAIN/GROW participants for employment openings, compliance with the Jury Duty Ordinance, Safely Surrender Baby Law, and Contractor notification to County when the Contract is within six (6) months from expiration of Term and when Contractor has reached seventy-five percent (75%) of the authorized Contract Sum. It has been determined that the services under this Contract do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program," because of the specialized knowledge and training required to perform the work.

The recommended Contract with Quick Sort is for a term of one (1) year with four (4) one-year renewal options and six (6) month-to-month extensions, for a maximum term of five (5) years and six (6) months. The Contractor is in compliance with all Board, Chief Administrative Office and County Counsel requirements.

The attached Contract with Quick Sort has been reviewed and approved as to form by County Counsel.

CONTRACTING PROCESS

TTC released an Invitation For Bids (IFB) on January 19, 2007 to sixty-five (65) prospective bidders. The prospective bidders are listed in Attachment I, which consisted of TTC's bidder's list, vendors from the Los Angeles County WebVen and the IFB was also posted on the Los Angeles County Bid Website. A Mandatory Bidder's Conference was held on February 8, 2007, with six (6) firms attending.

The IFB solicited Bids from firms for the provision of presort mailing services. Bids were received from five (5) firms: Empire Presort & Mailing Services; PSI Group, Inc.; Postage One; Quick Sort LA Inc.; and Service Mailers, Inc. The Bid submitted by Empire Presort & Mailing Services was returned because the vendor did not attend the Mandatory Bidder's Conference and the Bid submitted by Postage One was returned because it was received after the 4:00 p.m. Bid submission deadline.

The recommended vendor, Quick Sort, is the low cost bidder with no per-piece cost. They met all of the mandatory minimum requirements and were complete and responsive to the IFB. The bid demonstrated that Quick Sort has a good understanding of the scope of work to be performed and the complexity of the TTC's services requirements. Quick Sort has verifiable experience providing presort mailing services. To attain the no per-piece cost, Quick Sort will receive pre-assembled mailing pieces from the TTC mailing services provider that have been pre-metered at a discounted first class postage rate. Quick Sort will combine the TTC mail with that of its other clients and re-sort the higher volume by zip code in an attempt to achieve a greater postage discount. Any additional postage discount achieved through the presort process is refunded to Quick Sort by the Post Office and retained as revenue. This additional discount cannot be achieved with the TTC's mail volume alone and can only be achieved through the multiple clients and large volume of mail processed by Quick Sort.

Although the recommended vendor does not have a per-piece cost, the proposed Contract includes a recommended Contract Sum up to \$50,000 to meet any unanticipated special services for the TTC and its client County departments, as necessary. The Contract Sum excludes the cost of postage.

The Minority, Women, Disadvantaged Veteran Business Enterprise statistical information for the three qualified Bidders is included in Attachment II. Quick Sort is not a certified Small Business Enterprise/Community Based Enterprise. The recommendation of Quick Sort is made without regard to race, creed or color. There are no provisions for Cost Of Living Adjustments (COLA) in the attached Contract. This is not a Proposition A Contract; and therefore, is exempt from the Living Wage Program (County Code Chapter 2.201).

IMPACT ON CURRENT SERVICES

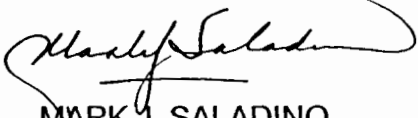
The current Contract for presort mailing services expires June 30, 2007. The recommended Contract with Quick Sort will be utilized on an as needed basis through the term of the Contract to ensure a continuation of services.

The Honorable Board of Supervisors
May 1, 2007
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CONCLUSION

Instruct the Executive Officer/Clerk of the Board to return two (2) signed originals of the Contract and one (1) adopt stamped Board letter to TTC.

Respectfully submitted,



MARK J. SALADINO
Treasurer and Tax Collector

MJS:VMA:vma

Z:\Contracts Group Share\Presort Mail Services\Board Letter, Attachments I & II and Fact Sheet\Board Ltr-Presort-Final 4-16-07.doc

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT I

Evelin Nunez
24/7 Direct Mailing Services
7716 Kester Ave.
Van Nuys, CA

Kenn Gary
Acxiom Corporation
9171 Oso Ave.
Chatsworth , CA

E.J. Edward
Advance Business Graphics
3810 Wabash Dr.
Mira Loma, CA

Jenifer Riggio
Advanced Text & Data, Inc.
5138 Kingspine Rd.
Rolling Hills , CA

Marc Cohen
All Direct Mail Services, Inc.
15392 Cobalt St.
Sylmar, CA

Michael Michael
Boldt Mailing Service
16103 Montoya St.
Irwindale , CA

Hans Takeda
Bowe Bell & Howell
1370 Valley Vista Dr., Ste. 100
Diamond Bar, CA

Christy Warner
Bus-Let, Inc.
6501 Avalon Blvd.
Los Angeles, CA

Don Castle
Cal Coast Data Entry
11090 Artesia Blvd., Ste. D
Artesia, CA

Traci Bradley
CC3
7300 Flores St.
Downey, CA

Gerald Abrahamian
Ccentric
360 W. Lexington Dr.
Glendale, CA

Sherry Bailey
Clericorp
6829 Lankershim Blvd.
North Hollywood, CA

Diane Smith
Community Mailers & Printers
515 S. Fairfax Ave.
Los Angeles, CA

Audrey Martinez-Keller
Dolphin Data, Inc.
4920 Santa Anita Ave.
El Monte, CA

Ryan Milliken
Ford Printing & Mailing
125 N. Vineland Ave.
City of Industry, CA

Linda West
FYI Services
1217 S. Leland St.
San Pedro, CA

Jenny Li
Gold Star Manufacture, Inc.
2716 Medford St.
Los Angeles, CA

Michelle Pettus
GS&W Services
20311 Paseo Del Prado
Walnut, CA

Mark Sanders
Impressive Printing
1055 Mellow Ln.
Simi Valley, CA

Tony Torres
In Production
270 Bristol St., Ste. 200
Costa Mesa, CA

Scott Wilson
Infinity Press Infinity & Beyond, Inc.
2440 N. Glassell St., Ste. N
Orange, CA

Carla Reed
International Plastic Cards, Inc.
1475 E. El Segundo Blvd.
El Segundo, CA

Vinh Aerts
IPS Direct
1241 W. 9th St.
Upland, CA

Jeff Yriarte
J&K Enterprises
3053 Rancho Vista Blvd., PMB #142
Palmdale, CA

Vicki Labarge
Kaye-Smith Ent.
7587 Las Positas Rd.
Livermore, CA

Veronica Jimenez
L.A. Mailing Service, Inc.
13013 Satcoy St.
North Hollywood, CA

Jeanett Cordon
Licher Direct Mail & Printing
980 Seco St.
Pasadena, CA

ATTACHMENT I

Bob Chomuk
Mail-Pac, Inc.
8430 Tujunga Ave.
Sun Valley, CA

Kenn Gary
MCRB Fulfillment
20660 Nordhoff St.
Chatsworth, CA

Alfonso Soto
Millennium Financial Corp.
471 W. Lambert Rd., Ste. 103
Brea, CA

Lawrence Miller
Miller Productions International
1232 Village Way, Ste. J
Santa Ana, CA

J Vargas
Mini Mailers, Inc.
5700 Bandini Blvd.
Los Angeles, CA

Rebecca Flores
Mobile Office Assistants
920 W. 17th St., Ste. A
Santa Ana, CA

Bruce Schiller
National Papers
7870 Deering Ave.
Canoga Park, CA

Deenia Guy
Nationwide Advertising Svc.
15303 Ventura Blvd., Ste. 1050
Sherman Oaks, CA

George Dimo
Pat Davis Design Group
442 Howe Ave.
Sacramento, CA

Lyndi Alongi
Penn Lithographics
16221 Arthur St.
Cerritos, CA

Ken Mulholland
Pitney Bowes
801 S. Grand Ave., #600
Los Angeles, CA

Al Valdez
Professional Printing Centers
1203 San Fernando Rd.
San Fernando, CA

Kala Taylor
Professional Staffing
950 Fulton Ave., Ste. 230
Sacramento, CA

Connie Hunter
Proforma Solutions
17011 Beach Blvd., Ste. 820
Huntington Beach, CA

Kamy Yadegaran
Proseller, Inc.
4924 Balboa Blvd., #397
Encino, CA

John Carey
PSI Group, Inc.
10029 Bradley Ave.
Pacoima, CA

Kelly Lobo
Quicksort LA, Inc.
6800 S. Avalon Blvd.
Los Angeles, CA

Jill Mellady
QWP Direct Mail Services
26470 Ruether Ave. Unit 103
Santa Clarita, CA

Robert Klein
R.L. Klein & Associates
3939 Atlantic Ave., Ste. 100
Long Beach, CA

Jose Reyes
Relizon
2929 E. Imperial Hwy., Ste 250
Brea, CA

Cassandra Cooper
Scott & Cooper Staffing Solutions
6221 Wilshire Blvd., Ste. 407
Los Angeles, CA

Bill Hedleston
Sequoia Voting Systems
90 West Poplar Ave.
Porterville, CA

Judy Stanley
Services Mailers, Inc.
3101 Exposition Pl.
Los Angeles, CA

Martin Laurel
Solutions & More
1062 E. Cypress St.
Covina, CA

Kenneth Gary
Strategic Data Solutions
4 Chrysler
Irvine, CA

Kimberly Lanfre-May
Sunset Printing Company, Inc.
16301 S. Broadway St.
Gardena, CA

Vince Monaco
The Monaco Group
1000 Ortega Way Bldg. C
Placentia, CA

ATTACHMENT I

Brandi Davis
Transamerican Mailing & Fulfillment,
Inc.
355 State Pl.
Escondido, CA

Albert Cadena
USCB, Inc.
125 S. Vermont Ave.
Los Angeles, CA

C Alamdari
Valley Couriers, Inc.
646 N. San Fernando Rd.
Los Angeles, CA

Lionel Baker
Vista Health Information Services
17303 Falda Ave.
Torrance, CA

Chris Hoffie
Webtrend
1311 Specialty Dr.
Vista, CA

Naz Keynejad
Western Direct, Inc.
11301 W. Olympic Blvd., #5
Los Angeles, CA

Rich Casford
Whittier Mailing Service
12435 Mar Vista St.
Whittier, CA

Lorrie De Coursey
Williams Lea
633 West Fifth St.
Los Angeles, CA

Kyle Keller
XL Logistics, Inc.
7547 Telegraph Rd.
Montebello, CA

Yolanda Strong
Yess Enterprises
P.O. Box 18644
Los Angeles, CA

Maria Hawa
ZMH Incorporated
5630 Borwick Ave.
South Gate, CA

ATTACHMENT II

FIRM/ORGANIZATION INFORMATION AS PROVIDED BY PROPOSER PRESORT MAILING SERVICES

The following information was gathered for statistical purposes only. On final analysis and consideration of award, vendor was selected without regard to gender, race, creed or color.

FIRM INFORMATION	Quick Sort LA Inc.		PSI Group Inc.		Service Mailers, Inc.	
CULTURAL/ETHNIC COMPOSITION	% of Ownership	No.	% of Ownership	No.	% of Ownership	No.
OWNERS/PARTNERS:						
Black/African American			N/A			
Hispanic/Latino	66.60%	2				
Asian or Pacific Islander						
American Indian						
Filipino						
All others	33.30%	1			100%	2
Women (included above)						
MANAGERS:						
Black/African American			5		1	
Hispanic/Latino	7		24		2	
Asian or Pacific Islander			16		1	
American Indian			1			
Filipino						
All others	1		141			
Women (included above)						
STAFF:						
Black/African American			536		4	
Hispanic/Latino	50		1179		53	
Asian or Pacific Islander			402		2	
American Indian			12			
Filipino						
All others	3		478		6	
Women (included above)						
TOTAL NUMBER OF EMPLOYEES	64		2794		71	
BUSINESS STRUCTURE	Corporation		Corporation		Corporation	
Certified as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise?	No		No		No	